

STERLING SCHOOL • CHARLES TOWNES CENTER

EVERY DAY'S AN ADVENTURE

Your trail guide to expectations, safety boundaries, attendance, conduct, and service

2026–2027

Sterling Safety Patrol Parent & Student Handbook



School	<u>Sterling School</u>
School Year	2026-2027
Administrator/Coordinator	Natalee P. Starkes / Tara Adams
Program Email/Contact	<u>nstarkes@greenville.k12.sc.us</u> <u>taadams@greenville.k12.sc.us</u>

YOUR COMPASS • Lead with safety. Serve with pride. Welcome every Griffin.

Safety Patrol members are student leaders. Their job is to help Sterling School feel safe, welcoming, and organized during arrival and dismissal. Patrols model the behavior we expect from others and serve with kindness, responsibility, and good judgment.

Our four commitments

SAFE • RELIABLE • RESPECTFUL • READY TO SERVE

Duty Times

Shift	Duty Window	Arrival at Check-In
AM	7:10–7:30	By 7:05
PM	2:15–2:35	By 2:10 / school-established release procedure

What Patrols May Do

- Greet students and families.
- Hold an approved school door while positioned safely.
- Model walking and orderly movement.
- Give a brief, respectful reminder such as “Please walk.”
- Help keep sidewalks and doorway thresholds clear.
- Tell an adult immediately about a safety concern.
- Cover another post when officially assigned as a floater/alternate.

What Patrols May NOT Do

- Direct, stop, wave through, or otherwise control vehicle traffic.
- Step into the roadway or carline driving lane.
- Physically touch, block, restrain, or break up students.
- Argue with or discipline another student.
- Open a secured door for an unknown adult or bypass school entry procedures.
- Leave a post without coverage or trade posts with another student without approval.
- Use a phone or personal device while on duty unless an adult directs it for an emergency.

How to Redirect Respectfully

Use one calm reminder. Examples: “Please walk.” “Let’s keep the doorway clear.” “Good morning—please head inside.” If the student does not respond, do not argue. Get an adult.

When to Get an Adult Immediately

- Injury or medical concern
- Fighting, threats, bullying, or escalating conflict
- Unsafe vehicle or traffic situation
- Unknown adult / secure-entry concern
- Student leaving an approved area
- Repeated refusal that creates a safety risk
- Anything that makes you feel unsure or unsafe

Attendance & Absences

Patrol members are expected to be dependable. If a student is absent, the program uses trained floaters/alternates. Students should not arrange their own substitutes or swap assignments. Repeated lateness or missed duty may result in coaching, probation, reassignment, or removal.

9-Week Assignments

Each patrol receives a posted assignment for a 9-week rotation. Assignments are designed so students gain experience while the program remains predictable. Once a rotation is published, students remain in that assignment unless administration makes a change.

Uniform / Patrol Identifier

Students must wear the school-provided patrol vest, belt, badge, or other identifier while on duty and return it to the designated location when required. The identifier represents the school and should be worn appropriately.

Conduct & Accountability

- Coaching: used for minor first-time concerns.
- Probation: used for repeated lateness, leaving a post, or inappropriate redirection; families may be notified.
- Removal: used for unsafe conduct, bullying, physical intervention, serious misconduct, or repeated concerns after probation.

Family Responsibilities

- Support on-time arrival when the student serves AM duty.
- Review the duty schedule and communicate known conflicts through the school's normal procedure.
- Reinforce that Safety Patrol is a commitment, not a drop-in activity.
- Contact the school with questions or concerns rather than asking students to change posts themselves.

Patrol Pledge

I will serve with safety, respect, responsibility, and kindness. I will report to my post on time, follow directions, model school expectations, and ask an adult for help when a situation is beyond my role. I understand that being a Safety Patrol member is a privilege and a commitment to my school community.

Student & Family Agreement

Student Name _____

We have reviewed the Safety Patrol expectations and understand the duty times, safety boundaries, attendance expectations, and conduct procedures.

Student Signature	Parent/Guardian Signature	Date
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